

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO.

C-566-9

PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Howard County
Department of Public Works

Bureau of Environmental Services

AGENCY

DIVISION

| Item No. | Description | Retention |
|----------|---|---|
| 1. | Water and Sewer Master Plan, draft documents, Computations 1983 Plan and 1983, 84, 85 Amendments | Retain for ten (10) years, microfilm and destroy original |
| 2. | Site Development Plans | Retain for three (3) years after completion of site, then destroy |
| 3. | 1983 Solid Waste Plan | Retain for two (2) years after plan has been updated |
| 4. | Environmental Affairs Board Files | Retain for three (3) years, then destroy |
| 5. | Legislative Actions | Retain until law changed |

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission

8-14-86

Date



Signature

Ch./Adm. Svcs.

Title

9/19/86

Date



State Archivist